

STATE PERSONNEL BOARD CALENDAR



MAY 2, 2006

LOS ANGELES

State of California

Memorandum

DATE: April 21, 2006

TO: ALL INTERESTED PARTIES

FROM: STATE PERSONNEL BOARD – Executive Office

SUBJECT: Notice and Agenda for the **May 2, 2006**, meeting of the State Personnel Board.

PLEASE TAKE NOTICE that on May 2, 2006, at **The Westin Los Angeles Airport Hotel, located at 5400 West Century Boulevard – Logan Room, Los Angeles, California 90045**, the State Personnel Board will hold its regularly scheduled meeting. Pursuant to Government Code section 11123, a teleconference location may be conducted for this meeting at 320 W. 4th Street, Los Angeles, California.

The attached Agenda provides a brief description of each item to be considered and lists the date and approximate time for discussion of the item.

Also noted is whether the item will be considered in closed or public session. Closed sessions are closed to members of the public. All discussions held in public sessions are open to those interested in attending. Interested members of the public who wish to address the Board on a public session item may request the opportunity to do so.

Should you wish to obtain a copy of any of the items considered in the public sessions for the April 18, 2006, meeting, please contact staff in the Secretariat's Office, State Personnel Board, 801 Capitol Mall, MS 52, Sacramento, California 95814 or by calling (916) 653-0429 or TDD (916) 654-2360, or the Internet at:

<http://www.spb.ca.gov/calendar.htm>

Should you have any questions regarding this Notice and Agenda, please contact staff in the Secretariat's Office at the address or telephone numbers above.

A handwritten signature in black ink, appearing to read 'Karen Yu', with a horizontal line extending to the right.

Karen Yu
Secretariat's Office

Attachment



CALIFORNIA STATE PERSONNEL BOARD

801 Capitol Mall • Sacramento, California 95814 • www.spb.ca.gov

ARNOLD SCHWARZENEGGER, Governor



CALIFORNIA STATE PERSONNEL BOARD MEETING¹

801 Capitol Mall
Sacramento, California

Public Session Location –
The Westin Los Angeles Airport Hotel
5400 West Century Boulevard
Logan Room
Los Angeles, CA 90045
Teleconference – 320 West 4th Street²
Los Angeles, California, Suite 620

Closed Session Location –
The Westin Los Angeles Airport Hotel
5400 West Century Boulevard
Logan Room
Los Angeles, CA 90045
Teleconference – 320 West 4th Street
Los Angeles, California Suite 620

FULL BOARD MEETING – MAY 2, 2006

***** All Agenda Items for the Cancelled April 18, 2006 Board Meeting will be considered at this meeting. A copy of the April 18, 2006 Agenda is available on our website at: <http://www.spb.ca.gov>.*****

¹ Sign Language Interpreter will be provided for Board Meeting upon request - contact Secretariat at (916) 653-0429, or CALNET 453-0429, TDD (916) 654-2360.

²Pursuant to Government Code section 11123, a teleconference location may be conducted for this meeting at 320 West 4th Street, Los Angeles, California.

FULL BOARD MEETING AGENDA³

MAY 2, 2006

9:00 a.m. – 11:30 a.m.
(or upon completion of business)

PLEASE NOTE: ALL TIMES ARE APPROXIMATE AND ARE SUBJECT TO CHANGE

All Agenda Items for the Cancelled April 18, 2006 Board Meeting will be considered at this meeting. A copy of the April 18, 2006 Agenda is available on our website at: <http://www.spb.ca.gov>.

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

(9:00 a.m. – 9:30 a.m.)

- 1. ROLL CALL**
- 2. REPORT OF THE EXECUTIVE OFFICER – Floyd D. Shimomura**
- 3. REPORT OF THE CHIEF COUNSEL – Elise Rose**
- 4. NEW BUSINESS**

Items may be raised by Board Members for scheduling and discussion for future meetings.

- 5. REPORT ON LEGISLATION – Sherry Hicks**

The Board may be asked to adopt a position with respect to the bills listed on the legislation memorandum attached hereto.

(9:30 a.m. – 10:00 a.m.)

- 6. ORAL ARGUMENT**

Oral argument in the matter of **ALEJANDRO GILL, CASE NO. 05-0054RA**.
Appeal from dismissal. Correctional Officer. Department of Corrections and Rehabilitation.

³ The Agenda for the Board can be obtained at the following internet address:
<http://www.spb.ca.gov/calendar.htm>

CLOSED SESSION OF THE STATE PERSONNEL BOARD

(10:00 a.m. – 11:00 a.m.)

7. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, AND OTHER APPEALS

Deliberations to consider matter submitted at prior hearing.
[Government Code Sections 11126(d), 18653.]

8. DELIBERATION ON ADVERSE ACTIONS, DISCRIMINATION COMPLAINTS, AND OTHER PROPOSED DECISIONS SUBMITTED BY ADMINISTRATIVE LAW JUDGES

Deliberations on matters submitted at prior hearing; on proposed, rejected, remanded, and submitted decisions; petitions for rehearing; and other matters related to cases heard by administrative law judges of the State Personnel Board or by the Board itself. [Government Code Sections 11126 (d), and 18653 (2).]

9. PENDING LITIGATION

Conference with legal counsel to confer with and receive advice regarding pending litigation when discussion in open session would be prejudicial.
[Government Code sections 11126(e)(1) and 18653.]

Connerly v. State Personnel Board, California Supreme Court,
Case No. S125502.

International Union of Operating Engineers v. State Personnel Board,
Public Employment Relations Board (PERB) Case No. SA-CE-1295-S.

10. RECOMMENDATIONS TO THE LEGISLATURE

Deliberations on recommendations to the legislature.
[Government Code section 18653.]

11. RECOMMENDATIONS TO THE GOVERNOR

Deliberations on recommendations to the Governor.
[Government Code section 18653.]

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

(11:00 a.m. – Onwards)

- 12. DISCUSSION OF COMING BOARD MEETING SCHEDULE OF MAY 23, 2006, IN SACRAMENTO, CALIFORNIA**

BOARD ACTIONS:

- 13. ADOPTION OF THE STATE PERSONNEL BOARD SUMMARY MINUTES OF APRIL 4, 2006**
- 14. EVIDENTIARY CASES - (See Case Listings on Pages 9–13)**
- 15. RESOLUTION EXTENDING TIME UNDER GOVERNMENT CODE SECTION 18671.1 EXTENSION - (See Agenda on Pages 19–20)**
- 16. NON-EVIDENTIARY CASES - (See Case Listings on Page 14–17)**
- 17. NON-HEARING CALENDAR**

The following proposals are made to the State Personnel Board by either the Board staff or Department of Personnel Administration staff. It is anticipated that the Board will act on these proposals without a hearing.

Anyone with concerns or opposition to any of these proposals should submit a written notice to the Executive Officer clearly stating the nature of the concern or opposition. Such notice should explain how the issue in dispute is a merit employment matter within the Board's scope of authority as set forth in the State Civil Service Act (Government Code section 18500 et seq.) and Article VII, California Constitution. Matters within the Board's scope of authority include, but are not limited to, personnel selection, employee status, discrimination and affirmative action. Matters outside the Board's scope of authority include, but are not limited to, compensation, employee benefits, position allocation, and organization structure. Such notice must be received not later than close of business on the Wednesday before the Board meeting at which the proposal is scheduled. Such notice from an exclusive bargaining representative will not be entertained after this deadline, provided the representative has received advance notice of the classification proposal pursuant to the applicable memorandum of

understanding. In investigating matters outlined above, the Executive Officer shall act as the Board's authorized representative and recommend the Board either act on the proposals as submitted without a hearing or schedule the items for a hearing, including a staff recommendation on resolution of the merit issues in dispute.

A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.

AUDITOR SPECIALIST, BUREAU OF STATE AUDITS (INFORMATION SYSTEMS)

The Bureau of State Audits (BSA) proposes the following existing classes be designated Footnote 24: the Auditor Specialist I, Bureau of State Audits (Electronic Data Processing) and the Auditor Specialist II, Bureau of State Audits (Electronic Data Processing) to prevent future appointments to the series and to abolish the series when it become vacant; and that a new classification series of Auditor Specialist, Bureau of State Audits (Information Systems) be established, with a 12 month probationary period. The proposed new class series will consist of the following classes: Auditor Specialist I, Bureau of State Audits (Information Systems), Auditor Specialist II, Bureau of State Audits (Information Systems), and Auditor Specialist III, Bureau of State Audits (Information Systems).

B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO OBJECTION TO THE ABOLISHMENT OF THESE CLASSES.

THE DEPARTMENT OF PERSONNEL ADMINISTRATION AND STATE PERSONNEL BOARD propose to abolish the following unused classifications, which have been vacant for more than twenty-four months. Departments that utilize the class as well as the appropriate union have no objection to the abolishment of these classes.

Title	Class Code
Assistant Chief Division of Local Government Fiscal Affairs, State Controllers Office	4202
Assistant Chief, Division of Unclaimed Property, State Controllers Office	4209
Chief, Division of Unclaimed Property, State Controllers Office	4208
Supervising Auditor I, State Controllers Office	4295
Supervising Auditor II, State Controllers Office	4294
Supervisor Local Government Budgets and Reports	4205

Title	Class Code
Supervisor Tax-Deeded Land, State Controllers Office	4673
Nursing Education Director Veterans Home	8142
Certified Technician	2684
Certification Officer I	2685
Certification Officer II	2625
Certification Officer III	2678
Supervising Certification Officer	2623
Senior Certification Officer	2624
Research Program Specialist I (Market Research)	3501
*Boating Facilities Manager I	1040
*Boating Facilities Manager III	1070

* Indicates classes which are part of a class series. Only the classifications listed above will be abolished. The revised class specifications for each of these series noting the elimination of the abolished class are included in this board item.

18. STAFF CALENDAR ITEMS FOR BOARD INFORMATION

CDF TRANSFER OF SAN DIEGO RURAL FIRE PROTECTION EMPLOYEES

The California Department of Forestry and Fire Protection requests that the San Diego Rural Fire Protection employees be transferred into State Civil Service.

CHIEF, CALIFORNIA HIGHWAY PATROL

The California Highway Patrol proposes the title of Deputy Chief, California Highway Patrol, be revised to Chief, California Highway Patrol.

**BOATING FACILITIES MANAGER II
SENIOR BOATING ADMINISTRATOR**

The Department of Boating and Waterways proposes that the classifications of Boating Facilities Manager II and Senior Administrator be designated Footnote 24, to prevent future appointments to the class and to abolish the class when it becomes vacant.

19. CAREER EXECUTIVE ASSIGNMENT (CEA) CATEGORY ACTIVITY

This section of the Agenda serves to inform interested individuals and departments of proposed and approved CEA position actions.

The first section lists position actions that have been proposed and are currently under consideration.

Any parties having concerns with the merits of a proposed CEA position action should submit their concerns in writing to the Classification and Compensation Division of the Department of Personnel Administration, the Merit Employment and Technical Resources Division of the State Personnel Board, and the department proposing the action.

To assure adequate time to consider objections to a CEA position action, issues should be presented immediately upon receipt of the State Personnel Board Agenda in which the proposed position action is noticed as being under consideration, and generally no later than a week to ten days after its publication.

In cases where a merit issue has been raised regarding a proposed CEA position action and the dispute cannot be resolved, a hearing before the five-member Board may be scheduled. If no merit issues are raised regarding a proposed CEA position action, and the State Personnel Board approves it, the action becomes effective without further action by the Board.

The second section of this portion of the Agenda reports those position actions that have been approved. They are effective as of the date they were approved by the Executive Officer of the State Personnel Board.

A. REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS CURRENTLY UNDER CONSIDERATION

DEPUTY DIRECTOR, FINANCE & ADMINISTRATION

The High Speed Rail Authority proposes to allocate the above position to the CEA category. The Deputy Director, Finance & Administration Division advises and assists the California High Speed Rail Authority (HSRA) and Executive Director in formulating policies regarding fiscal and administrative issues, project planning and monitoring, and budgetary decisions to achieve the mission of HSRA.

DIRECTOR, OFFICE OF SYSTEMS INTEGRATION, AGENCY INFORMATION OFFICER

The California Health and Human Services Agency proposes to allocate the above position to the CEA category. The Director, Office of Systems Integration, Agency Information Officer is responsible for overseeing the information technology projects' functions with the Health and Human Services Agency, and has oversight responsibility for coordinating the activities of information technology offices throughout the agency, its constituent departments and electronic interface partners.

SPECIAL ASSISTANT, FINANCIAL SURVEILLANCE BRANCH

The Department of Insurance proposes to allocate the above position to the CEA category. The Special Assistant, Financial Surveillance Branch makes presentations and recommendations and participates in policy deliberations at the highest levels; providing advice on policy topics that should be adapted and adopted within the Department of Insurance and Financial Surveillance Branch on a variety of financial, regulatory, legislative, and insurance industry solvency issues.

DIRECTOR, CRIME & VIOLENCE PREVENTION CENTER

The Department of Justice proposes to allocate the above position to the CEA category. The Director, Crime & Violence Prevention Center is responsible for the development, implementation, and leadership of crime and violence prevention policies and programs for the Department of Justice.

B. EXECUTIVE OFFICER DECISIONS REGARDING REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS

CHIEF COUNSEL

The Franchise Tax Board's proposal to allocate the above position has been approved effective April 6, 2006.

20. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, & OTHER APPEALS

Deliberations to consider matter submitted at prior hearing. [Government Code sections 11126(d), 18653.]

21. WRITTEN STAFF REPORT FOR BOARD INFORMATION

NONE

22. PRESENTATION OF EMERGENCY ITEMS AS NECESSARY

23. BOARD ACTIONS ON SUBMITTED ITEMS – (See Agenda on Page 18)

These items have been taken under submission by the State Personnel Board at a prior meeting and may be before the Board for a vote at this meeting. This list does not include evidentiary cases, as those are listed separately by category on this agenda under Evidentiary Cases.

A D J O U R N M E N T

14. EVIDENTIARY CASES

The Board Administrative Law Judges conduct evidentiary hearings in appeals that include, but are not limited to, adverse actions, medical terminations, demotions, discrimination, reasonable accommodations, and whistleblower complaints.

A. BOARD CASES SUBMITTED

These items have been taken under submission by the State Personnel Board at a prior meeting. Cases that are before the Board for vote will be provided under separate cover.

(1) **RICK OCHOA, CASE NO. 04-2373BA**

Appeal for determination of back salary, benefits and interest

Classification: Youth Correctional Officer

Department: Department of the Youth Authority

Proposed decision rejected January 24, 2006.

Oral argument heard April 4, 2006, Sacramento.

Case ready for decision by FULL Board.

(2) **ERNEST PITMAN, CASE NO. 05-1591A**

Appeal from dismissal

Classification: Motor Vehicle Field Representative

Department: Department of Motor Vehicles

Proposed decision rejected December 6, 2005.

Oral argument heard March 8, 2006, Sacramento.

Case ready for decision by FULL Board.

(3) **RICHARD QUADRELLI, CASE NO. 05-1039A**

Appeal from dismissal

Classification: Caltrans Maintenance Supervisor

Department: Department of Transportation

Proposed decision rejected December 6, 2005.

Oral argument heard March 8, 2006, Sacramento.

Case ready for decision by FULL Board.

B. CASES PENDING

ORAL ARGUMENTS

(1) **ALEJANDRO GILL, CASE NO. 05-0054RA**

Appeal from dismissal

Classification: Correctional Officer

Department: Department of Corrections and Rehabilitation

WRITTEN RECORD

- (2) **JUDY JOHNSON, CASE NO. 05-1367A**
Appeal from automatic resignation
Classification: Motor Vehicle Field Representative
Department: Department of Motor Vehicles
- (3) **EDUARDO PEREZ, CASE NO. 05-0763A**
Appeal from five percent reduction in salary for six months
Classification: Parole Agent I (Adult Parole)
Department: Department of Corrections

C. CHIEF COUNSEL RESOLUTIONS

- (1) **WILLIAM WILEY, CASE NO. 04-1469**
Appeal from Medical Termination/ Demotion/ Transfer
Classification: Heavy Equipment Mechanic
Department: Department of Transportation

COURT REMANDS

This case has been remanded to the Board by the court for further Board action.

- (2) **JACK BRON, CASE NO. 02-3688R**
Appeal from Non-punitive Termination/ Demotion/ Transfer
Classification: Youth Correctional Officer
Department: Department of the Youth Authority

STIPULATIONS

These stipulations have been submitted to the Board for Board approval, pursuant to Government Code, section 18681.

NONE

D. ADMINISTRATIVE LAW JUDGE'S (ALJ) PROPOSED DECISIONS

PROPOSED DECISIONS

These are ALJ proposed decisions submitted to the Board for the first time.

- (1) **DANA BYRNES, CASE NO. 05-1353**
Appeal from one-step reduction in salary for six months
Classification: Correctional Sergeant
Department: Department of Corrections and Rehabilitation

May 2, 2006

- (2) **JEAN MARIE CLENDENEN, CASE NO. 05-3660**
Appeal from dismissal
Classification: Workers' Compensation Insurance Supervisor I
Department: State Compensation Insurance Fund
- (3) **GAIL GARCIA, CASE NO. 05-3030**
Appeal from constructive demotion
Classification: Office Technician (Typing)
Department: Department of Developmental Services
- (4) **JOSEPH G. RUBALCAVA, CASE NO. 05-2523**
Appeal from 10 work days suspension
Classification: Correctional Sergeant
Department: Department of Corrections and Rehabilitation

PROPOSED DECISIONS TAKEN UNDER SUBMISSION AT PRIOR MEETING

These are ALJ proposed decisions taken under submission at a prior Board meeting, for lack of majority vote or other reason.

NONE

PROPOSED DECISIONS AFTER BOARD REMAND

NONE

PROPOSED DECISIONS AFTER SPB ARBITRATION

NONE

E. PETITIONS FOR REHEARING

ALJ PROPOSED DECISIONS ADOPTED BY THE BOARD

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a case already decided by the Board.

NONE

WHISTLEBLOWER NOTICE OF FINDINGS

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a Notice of Findings issued by the Executive Officer under Government Code, section 19682 et seq. and Title 2, California Code of Regulations, section 56 et seq.

NONE

F. PENDING BOARD REVIEW

These cases are pending preparation of transcripts, briefs, or the setting of oral argument before the Board.

(1) TROY ALLEN, CASE NO. 05-2150A

Appeal from dismissal

Classification: Caltrans Equipment Operator II

Department: Department of Transportation

Proposed decision rejected February 7, 2006.

Transcript prepared.

Pending oral argument May 2-3, 2006, Los Angeles.

Oral argument continued.

Pending oral argument June 6-7, 2006, Sacramento

Oral argument continued.

(2) DANNY BROWN, CASE NO. 05-2209A

Appeal from dismissal

Classification: Correctional Officer

Department: Department of Corrections and Rehabilitation

Proposed decision rejected April 4, 2006.

Pending transcript.

(3) PRECILLA CALAUNAN, CASE NO. 05-1737RPA

Appeal from dismissal

Classification: Psychiatric Technician Assistant

Department: Department of Developmental Services

Petition for Rehearing granted March 8, 2006.

Transcript prepared.

(4) ALEJANDRO GILL, CASE NO. 05-0054RA

Appeal from dismissal

Classification: Correctional Officer

Department: Department of Corrections and Rehabilitation

Proposed decision rejected January 6, 2006.

Transcript prepared.

Pending oral argument May 2-3, 2006, Los Angeles.

(5) RAYMOND GURULE, CASE NO. 05-1351A

Appeal from dismissal

Classification: Youth Correctional Officer

Department: Department of the Youth Authority

Proposed decision rejected April 4, 2006.

Pending transcript.

- (6) **JUDY JOHNSON, CASE NO. 05-1367A**
Appeal from automatic resignation
Classification: Motor Vehicle Field Representative
Department: Department of Motor Vehicles

Proposed decision rejected February 21, 2006.
Transcript prepared.
Pending oral argument (Written Record) May 2, 2006, Los Angeles.
- (7) **LEE KENDRICK, CASE NO. 04-1620PA**
Appeal from dismissal
Classification: Transportation Surveyor
Department: Department of Transportation

Petition for Rehearing granted April 4, 2006.
Pending transcript.
- (8) **EDUARDO PEREZ, CASE NO. 05-0763A**
Appeal from five percent reduction in salary for six months
Classification: Parole Agent I (Adult Parole)
Department: Department of Corrections

Proposed decision rejected November 1, 2005.
Transcript prepared.
Pending oral argument February 7-8, 2006, Los Angeles.
Oral argument continued.
Pending oral argument (Written Record) May 2, 2006, Los Angeles.
- (9) **RAYMOND SLEDGE, CASE NO. 04-2809PA**
Appeal from dismissal
Classification: Youth Correctional Counselor
Department: Department of the Youth Authority

Petition for Rehearing granted March 8, 2006.
Transcript prepared.
- (10) **JAMES STEED, CASE NO. 05-0207PA**
Appeal from constructive medical suspension
Classification: Facility Captain
Department: Department of Corrections and Rehabilitation

Petition for Rehearing granted March 8, 2006.
Transcript prepared.

16. NON-EVIDENTIARY CASES

A. WITHHOLD APPEALS

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

WITHHOLD FROM CERTIFICATION
CASES HEARD BY A STAFF HEARING OFFICER

NONE

WITHHOLD FROM CERTIFICATION
CASES NOT HEARD BY A STAFF HEARING OFFICER

- (1) BLANCA BARAJAS, CASE NO. 05-1617**
Classification: Youth Correctional Counselor
Department: Department of Corrections and Rehabilitation
Issue: Suitability and negative employment records.
- (2) RAFAEL DANAM, CASE NO. 05-1491**
Classification: Youth Correctional Counselor
Department: Department of Corrections and Rehabilitation
Issue: Suitability, omitted pertinent information and negative law enforcement contacts.
- (3) JULIO HAROS, CASE NO. 05-0721**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; furnished inaccurate information and omitted pertinent information.
- (4) AARON HUDLER, CASE NO. 05-0035**
Classification: Hospital Police Officer
Department: Department of Mental Health
Issue: Suitability; illegal drug use over the age of 23.
- (5) JAMES LONG, CASE NO. 05-0061**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; furnished inaccurate information during selection process and negative employment record.

- (6) **PATRICK MCGOWAN, CASE NO. 05-0801**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability and a negative employment record.
- (7) **RAUL MERAZ, CASE NO. 05-1008**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; omitted pertinent information and furnished inaccurate information.
- (8) **JOSHUA NORIEGA, CASE NO. 05-0843**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability and a negative employment and driving record.
- (9) **JAMES PARTAIN, CASE NO. 05-0718**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability and a negative employment record.
- (10) **JEFF PORTILLO, CASE NO. 05-0720**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; furnished inaccurate information and negative law enforcement contacts.
- (11) **ANTONIO RICHARDSON, CASE NO. 05-1159**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability, and furnishing inaccurate information.
- (12) **WILLIAM SIFUENTES, CASE NO. 05-0593**
Classification: Department of Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; negative employment record.
- (13) **REBECCA STITT, CASE NO. 05-0597**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability and a negative employment record.
- (14) **SETH STOCKING, CASE NO. 05-1155**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability and a negative employment record.

- (15) **NICHOLE TUCKER, CASE NO. 05-0594**
Classification: Youth Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; furnished inaccurate and omitted pertinent information during the selection process, negative law enforcement contacts, and negative driving record.
- (16) **RICHARD WILLIAMS, CASE NO. 05-0592**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; omitted pertinent information during the selection process and negative military record and negative employment record.
- (17) **EXCIE WILLIAMS, CASE NO. 05-0599**
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Issue: Suitability; furnished inaccurate information during selection process and negative employment record.

B. MEDICAL AND PSYCHOLOGICAL SCREENING APPEALS

Cases heard by a Staff Hearing Panel comprised of a managerial staff member of the State Personnel Board and a medical professional. The Board will be presented recommendations by a Hearing Panel on each appeal.

NONE

**C. EXAMINATION APPEALS
MINIMUM QUALIFICATIONS
MERIT ISSUE COMPLAINTS**

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

NONE

D. RULE 211 APPEALS
RULE 212 OUT OF CLASS APPEALS
VOIDED APPOINTMENT APPEALS

Cases heard by a Staff Hearing Officer, or a managerial staff member of the State Personnel Board. The Board will be presented recommendations by a Staff Hearing Officer for final decision on each appeal.

NONE

E. REQUEST TO FILE CHARGES CASES

Investigated by Appeals Division staff. The Board will be presented recommendations by Appeals Division staff for final decision on each request.

- (1) PATRICIA BRAND, CASE NO. 05-0644**
Classification: Member of the public
Department: Department of Corrections and Rehabilitation
Issue: The charging party requests that charges be filed against the charged party for violations of various subsections of Government Code, section 19572.
- (2) BRANDON HOUGHTON, CASE NO. 05-0799**
Classification: Civilly Committed Patient at Atascadero State Hospital
Department: Department of Mental Health
Issue: The charging party requests to file charges against employees of the Atascadero State Hospital.
- (3) BRANDON HOUGHTON, CASE NO. 05-1001**
Classification: Civilly Committed Patient at Atascadero State Hospital
Department: Department of Mental Health
Issue: The charging party requests to file charges against an employee of the Atascadero State Hospital.
- (4) BLAIR ROMER, CASE NO. 05-0269**
Classification: An employee of DMH Vacaville Psychiatric Program
Department: Department of Mental Health
Issue: The charging party requests charges be filed against the charged party for violations of subsections of Government Code section 19572.

PETITIONS FOR REHEARING CASES

NONE

SUBMITTED

1. TEACHER STATE HOSPITAL (SEVERELY), ETC.

Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002.)

2. VOCATIONAL INSTRUCTOR (SAFETY)(VARIOUS SPECIALTIES)

Departments of Mental Health and Developmental Services. (Hearing held December 3, 2002.)

3. TELEVISION SPECIALIST (SAFETY)

The Department of Corrections proposes to establish the new classification Television Specialist (Safety) by using the existing Television Specialist class specification and adding "Safety" as a parenthetical to recognize the public aspect of their job, additional language will be added to the Typical Tasks section of the class specification and a Special Physical Characteristics section will be added. (Presented to Board March 4, 2003.)

4. HEARING – Personal Services Contract #04-03

Appeal of the California State Employees Association from the Executive Officer's April 15, 2004, Approval of Master Contracts between the California Department of Corrections and Staffing Solutions, CliniStaff, Inc., Staff USA, Inc., CareerStaff Unlimited, MSI International, Inc., Access Medical Staffing & Service, Drug Consultants, Infinity Quality Services Corporation, Licensed Medical Staffing, Inc., Morgan Management Services, Inc., Asereth Medical Services, and PrideStaff dba Rx Relief. (Hearing held August 12, 2004.)

5. HEARING

Proposed new and revised State Personnel Board Regulations effecting equal opportunity, discrimination complaints and reasonable accommodation policies and procedures. (Hearing held July 7, 2004.)

7. ERNEST PITMAN, CASE NO. 05-1591A

Appeal from dismissal. Motor Vehicle Field Representative. Department of Motor Vehicles. (Oral argument held March 8, 2006.)

8. RICHARD QUADRELLI, CASE NO. 05-1039A

Appeal from dismissal. Caltrans Maintenance Supervisor. Department of Transportation. (Oral argument held March 8, 2006.)

9. RICK OCHOA, CASE NO. 04-2373B

Appeal for determination of back salary, benefits and interest. Youth Correctional Officer. Department of the Youth Authority. (Oral argument held April 4, 2006.)

NOTICE OF GOVERNMENT CODE SECTION 18671.1 RESOLUTION

Since Government Code section 18671.1 requires that cases pending before State Personnel Board Administrative Law Judges (ALJ's) be completed within six months or no later than 90 days after submission of a case, whichever is first, absent the publication of substantial reasons for needing an additional 45 days, the Board hereby publishes its substantial reasons for the need for the 45-day extension for some of the cases now pending before it for decision.

An additional 45 days may be required in cases that require multiple days of hearings, that have been delayed by unusual circumstances, or that involve any delay generated by either party (including, but not limited to, submission of written briefs, requests for settlement conferences, continuances, discovery disputes, pre-hearing motions). In such cases, six months may be inadequate for the ALJ to hear the entire case, prepare a proposed decision containing the detailed factual and legal analysis required by law, and for the State Personnel Board to review the decision and adopt, modify or reject the proposed decision within the time limitations of the statute.

Therefore, at its next meeting, the Board will issue the attached resolution extending the time limitation by 45 days for all cases that meet the above criteria, and that have been before the Board for less than six months as of the date of the Board meeting.

GOVERNMENT CODE SECTION 18671.1 RESOLUTION

WHEREAS, Section 18671.1 provides that, absent waiver by the appellant, the time period in which the Board must render its decision on a petition pending before it shall not exceed six months from the date the petition was filed or 90 days from the date of submission; and

WHEREAS, Section 18671.1 also provides for an extension of the time limitations by 45 additional days if the Board publishes substantial reasons for the need for the extension in its calendar prior to the conclusion of the six-month period; and

WHEREAS, the Agenda for the instant Board meeting included an item titled "Notice of Government Code section 18671.1 Resolution" which sets forth substantial reasons for utilizing that 45-day extension to extend the time to decide particular cases pending before the Board;

WHEREAS, there are currently pending before the Board cases that have required multiple days of hearing and/or that have been delayed by unusual circumstances or by acts or omissions of the parties themselves;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the time limitations set forth in Government Code section 18671.1 are hereby extended an additional 45 days for all cases that have required multiple days of hearing or that have been delayed by acts or omissions of the parties or by unusual circumstances and that have been pending before the Board for less than six months as of the date this resolution is adopted.

* * * * *



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(Cal. 05/02/06)

TO: Members
State Personnel Board

FROM: State Personnel Board - Legislative Office

SUBJECT: LEGISLATION

There is no written legislative report at this time. I will give a verbal presentation on any legislative action that has taken place that will be of interest to the Board.

Please contact me directly should you have any questions or comments regarding any bills that you may have an interest in. I can be reached at (916) 653-0453.


Sherry Hicks
Director of Legislation

STATE PERSONNEL BOARD

NON-HEARING CALENDAR

RE: BOARD DATE MAY 2, 2006

(Cal. 05/02/06)

MEMO TO : STATE PERSONNEL BOARD

FROM : KAREN COFFEE, Chief, Merit Employment and
Technical Resources Division

SUBJECT : Non-Hearing Calendar Items for Board Action

The staff has evaluated these items and recommend the following actions be taken:

A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.

AUDITOR SPECIALIST, BUREAU OF STATE AUDITS (INFORMATION SYSTEMS)

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The Bureau of State Audits (BSA) proposes the following existing classes be designated Footnote 24: the Auditor Specialist I, Bureau of State Audits (Electronic Data Processing) and the Auditor Specialist II, Bureau of State Audits (Electronic Data Processing) to prevent future appointments to the series and to abolish the series when it become vacant; and that a new classification series of Auditor Specialist, Bureau of State Audits (Information Systems) be established, with a 12 month probationary period. The proposed new class series will consist of the following classes: Auditor Specialist I, Bureau of State Audits (Information Systems), Auditor Specialist II, Bureau of State Audits (Information Systems), and Auditor Specialist III, Bureau of State Audits (Information Systems).

B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO OBJECTION TO THE ABOLISHMENT OF THESE CLASSES.

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The Department of Personnel Administration and SPB staff proposes that the following classes be abolished. All of the following classes have been vacant for more than twenty-four months. The user departments and appropriate union have been notified and are in agreement. Class Specs are included in this Board Item only for classification(s) proposed to be abolished which are part of a class series.

Title	Class Code
Assistant Chief Division of Local Government Fiscal Affairs, State Controllers Office	4202
Assistant Chief, Division of Unclaimed Property, State Controllers Office	4209
Chief, Division of Unclaimed Property, State Controllers Office	4208
Supervising Auditor I, State Controllers Office	4295
Supervising Auditor II, State Controllers Office	4294
Supervisor Local Government Budgets and Reports	4205
Supervisor Tax-Deeded Land, State Controllers Office	4673
Nursing Education Director Veterans Home	8142
Certified Technician	2684
Certification Officer I	2685
Certification Officer II	2625
Certification Officer III	2678
Supervising Certification Officer	2623
Senior Certification Officer	2624
Research Program Specialist I (Market Research)	3501
*Boating Facilities Manager I	1040
*Boating Facilities Manager III	1070

* Indicates classes which are part of a class series. Only the classifications listed above will be abolished. The revised class specifications for each of these series noting the elimination of the abolished class are included in this board item.

(May 2/3, 2006)

TO: STATE PERSONNEL BOARD

FROM: ELAINE M. HOWLE, State Auditor
Bureau of State Audits

SUBJECT: Proposed Establishment of Auditor Specialist,
Bureau of State Audits (BSA) (Information Systems) Series
Specification; Add Footnote 24 to Auditor Specialist , Bureau of
State Audits (Electronic Data Processing) Series Specification

SUMMARY OF ISSUES:

The Bureau of State Audits (bureau) requests to establish the Auditor Specialist, Bureau of State Audits, (Information Systems) Series Specification to replace the existing class series of Auditor Specialist, Bureau of State Audits (Electronic Data Processing). The bureau is exercising its authority to pursue changes in its classification plan under California Government Code 8546 (i) 1. All bureau employees are excluded from collective bargaining.

The specification of Auditor Specialist Bureau of State Audits, (Electronic Data Processing), consists of two class levels, and was established when the bureau opened in May of 1993. As technology evolved over the past 13 years, so has the Electronic Data Processing (EDP) auditing function within the bureau. Initially, a limited number of positions performed this EDP auditing function; however, it is anticipated the number of staff needs to expand. Due to changes in technology, additional competencies and skills are recognized in the work performed at the bureau.

The bureau inadvertently allowed other State department to use the Auditor Specialist Bureau of State Audits, (Electronic Data Processing) series, and there is a need to address the allocations and status issues for incumbents holding these positions. The Department of Personnel Administration is currently working with departmental personnel offices regarding the appropriate class for these incumbents. Therefore, the bureau requests that a Footnote 24 be established for the existing series, which will prevent any further appointments.

The bureau proposes the new classification series of Auditor Specialist, Bureau of State Audits (Information Systems) to address the current duties and complexity of the work performed by the bureau's information systems auditors, and to establish a supervisory level. The proposed specification reflects the necessary minimum qualifications, full spectrum of duties and competencies, and changes in responsibilities of the Auditor Specialist (Information Systems) series within the bureau. This classification proposal is essential to the bureau in meeting its operational needs.

CONSULTED WITH:

Steve Hendrickson, Chief Deputy State Auditor, Bureau of State Audits
 Sharon Reilly, Chief Legal Counsel, Bureau of State Audits
 Debbie Meador, Special Assistant State Auditor, Bureau of State Audits
 Kim Anderson, Deputy State Auditor, Bureau of State Audits
 Phil Jelich, Deputy State Auditor, Bureau of State Audits
 Sylvia Hensley, Deputy State Auditor, Bureau of State Audits
 Donna Neville, Senior Staff Counsel, Bureau of State Audits

CLASSIFICATION CONSIDERATIONS:

See Attached Proposal

RECOMMENDATIONS:

1. That Footnote 24 be applied to the classes of Auditor Specialist I, Bureau of State Audits (Electronic Data Processing) and Auditor Specialist II, Bureau of State Audits (Electronic Data Processing) to prevent further appointments to this class and to designate the classes will be abolished when they become vacant.
2. That the following classes be established; the proposed Auditor Specialist, Bureau of State Audits (Information Systems) Series specification including specifications for the classes as shown in this calendar be adopted; and the probationary period be as specified below:

<u>Class</u>	<u>Probationary Period</u>
Auditor Specialist I, Bureau of State Audits (Information Systems)	12 months
Auditor Specialist II, Bureau of State Audits (Information Systems)	12 months
Auditor Specialist III, Bureau of State Audits (Information Systems)	12 months

3. That the following resolutions be adopted:

WHEREAS the State Personnel Board on _____ established the classes indicated below in Column II; and the duties and responsibilities of these classes were substantially included in the existing classes indicated below in Column I; and

WHEREAS the knowledge and abilities required for the classes indicated in Column II were substantially tested for in the examinations for the corresponding classes indicated in Column I: Therefore be it

RESOLVED, that any person in the Bureau of State Audits with civil service status in one of the classes indicated below in Column I on _____ shall be reallocated to the appropriate class in Column II and hereby granted the same civil service status in that class without further examination effective the pay period following the board action:

Column I

Auditor Specialist I, Bureau of State
Audits (Electronic Data Processing)

Auditor Specialist II, Bureau of State
Audits (Electronic Data Processing)

Column II

Auditor Specialist I, Bureau
of State Audits (Information
Systems)

Auditor Specialist II, Bureau
of State Audits, (Information
Systems)

B. CLASSIFICATION CONSIDERATIONS

Instructions: Complete only if Concept (Part A) is approved by DPA. Include headings (Background, Classification Considerations etc.) if using additional paper. Only complete applicable questions (i.e., provide enough information to support the proposal.) Respond to each of these questions and return with signed-off transmittal to your DPA and SPB Analysts.

BACKGROUND

1. Provide some historical perspective about the organizational setting of the subject class(es) and the needs that this request addresses.

The Bureau of State Audits' (bureau) goal is to promote the efficient operation of government through independent, objective audits. It is committed to delivering unbiased, accurate, timely and insightful information, and is dedicated to bridging the gap between perception and reality for quality government decision-making. The bureau is the only independent entity in State government qualified to provide a wide range of assessment and evaluation services that go beyond what is traditionally known as an audit.

The information systems component of an audit has become increasingly more technical and in demand since the bureau was established in 1993. At that time, audit-related information technology mainly consisted of electronic data processing systems. Hence, when the subject classes of Auditor Specialist I and II, Bureau of State Audits (BSA), Electronic Data Processing (EDP) were established, the function of the positions were more uniform, less technical, and required fewer incumbents to perform the duties.

Today, the information system components of an audit involve a wide variety of tasks that require a sophisticated understanding of various computer operating platforms, hardware and software systems, and methods of data collection and analysis. The auditor specialists within the bureau must be able to conduct and participate in audits, evaluations, assessments, risk management, and system security evaluations while following Government Auditing Standards and assuring the reliability of computer-processed data. In addition, incumbents are instrumental in assisting and advising bureau management on developing trends and standards related to information systems technologies and audit-related information technology.

The bureau proposes to establish a new series specification of Auditor Specialist, BSA (Information Systems) consisting of three class levels. This proposal identifies the current duties, complexity of work, and required knowledge and abilities, as well as the creation of a supervisory level. Because of the increased number of audits requiring information systems expertise and the wide variety of complex information systems in state government, the bureau realizes the requirement to expand the number of individuals qualified to perform these duties. Upon implementation of the new series, the bureau plans to create a new unit under the general direction of the Deputy State Auditor. The unit will use the new supervisory class of Auditor Specialist III, BSA (IS) for oversight of staff within the bureau's information systems audit function.

The bureau proposes to add Footnote 24 for the Auditor Specialist, BSA (EDP) Series specification. The classes are currently being used by California State Lottery, State Controller's Office, Department of Forestry and Fire Protection, Department of Water Resources, and Department of Justice. The bureau

inadvertently permitted other departments to use this series. However, due to the bureau's excluded status, Department of Personnel Administration has identified the positions in other departments as misallocated. The addition of the footnote will prevent further appointments to the classes, and allow corrective action to be pursued regarding the incumbents' allocations.

CLASSIFICATION CONSIDERATIONS

2. What classification(s) does the subject class(es) report to?

The subject classifications of Auditor Specialist I and II, BSA (IS) will report to the Auditor Specialist III, BSA (IS). In some instances, an Auditor Specialist II, BSA (IS) may act in a lead capacity, supervising or directing the work of lower level staff.

The Auditor Specialist III, BSA (IS) will report directly to the Deputy State Auditor.

3. Will the subject class(es) supervise? If so, what class(es)?

The Auditor Specialist III, BSA (IS) will supervise the Auditor Specialist I, and II, BSA (IS). In some instances, an Auditor Specialist II, BSA, IS may supervise the work of lower level staff.

4. What are the specific duties of the subject class(es)?

The Auditor Specialist I, BSA (IS) is the journeyman level in the series. Under supervision, incumbents audit a wide range of less complex information systems while gaining increased technical experience leading to more complex information systems audits and assignments; review and evaluate information system controls; assess the reliability of computer-generated data; perform data conversions and merges; perform complex analyses using electronic data and/or audit software; assist non-specialist auditors with data processing issues related to audit work, including obtaining electronic files and performing analyses using electronic data; and assist in developing and conducting training courses for bureau staff.

The Auditor Specialist II, BSA (IS) is the advanced journeyman level in the series. Under direction, incumbents perform the full range of information systems audit functions, including the most difficult programming tasks in the most complex and specialized information systems and audit environments. Incumbents demonstrate strong analytical abilities and a comprehensive understanding of a wide-range of state information systems and related auditing issues. Incumbents also act as consultants to non-specialist auditors in addressing automated systems audit needs. Incumbents at this level develop and conduct training courses for non-specialist auditors and develop automated systems for the bureau's in-house needs. Incumbents may act as a lead and/or direct portions of an information systems audit.

The Auditor Specialist III, BSA (IS) is the supervisory and highest level in the series. Under the general direction of the Deputy State Auditor, incumbents are responsible for the bureau's information systems audit functions; supervise a small group (typically three to six staff); manage highly complex information systems audits where the work is the most critical and sensitive in nature; oversee the daily activities of the Information Systems Audit Support Unit (unit); recruit, select, train, and evaluate the work of staff

assigned; perform unusually difficult, complex, and/or sensitive aspects of information systems risk assessments; and advise non-specialist auditors and executive management on standards and current trends related to information systems auditing.

5. What is the decision-making responsibility of the subject class(es)?

The subject classes coordinate all aspects of the information systems component of an audit. In this role, they have the primary responsibility for ensuring that all of the work on their assignment is performed in accordance with auditing standards and in a timely manner. Therefore, they must decide how to conduct the audit and ensure the appropriateness of the methodologies, tests, and conclusions for any work performed.

6. What would be the consequence of error if incumbents in the subject class(es) did not perform their jobs? (Program problems, lost funding, public safety compromised, etc.)?

Audits that contain an information system component would either require much more time to complete, or in some instances, might have to be contracted to an outside source for completion at a significantly higher cost to the state.

7. What are the analytical requirements expected of incumbents in the subject class(es)?

Incumbents should be able to retrieve, review, organize, and synthesize a variety of information related to various computer operating platforms, hardware and software systems, system security, as well as assess the reliability of computer-generated data.

8. What are the purpose, type, and level of contacts incumbents in the subject class(es) make?

Incumbents at the journeyman and advanced journeyman levels in this series must interact with multiple levels of government, from program staff to department directors. During the course of an audit, they will work closely with departmental information systems staff to obtain necessary information on the issues being audited. The supervisory level, Auditor Specialist III, BSA (IS) will lead meetings with bureau and department management to discuss issues, results, and recommendations of an audit.

NEED FOR NEW CLASS (If Necessary)

9. For new classes only: what existing classes were considered and why were they not appropriate?

The State Auditor has a statutory obligation to consider that the level of education, experience, knowledge and ability required of employees of the bureau is generally higher than that required elsewhere in state service. Consequently, because of the unique nature of the work performed, the bureau maintains specific classifications for our auditing classifications. Therefore, classifications used elsewhere in state service

would not be appropriate. The specification for the Auditor Specialist (IS) series is being created to correctly reflect how the bureau conducts business.

MINIMUM QUALIFICATIONS

10. What are the proposed or current minimum qualifications of the subject class(es), and why are they appropriate? (Include inside and outside experience patterns.)

The proposed minimum qualifications of the Auditor Specialists, BSA (IS) are:

ALL LEVELS

Education: Equivalent to graduation from college preferably with a major in accounting, business administration, public administration, economics, mathematics, management information systems, computer sciences, computer programming, or a related field. (Registration as a senior student in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

AND

Auditor Specialist I, BSA (IS)

- Six months of experience in California state service performing professional auditing in the Bureau of State Audits at a level equivalent to Auditor Evaluator II, Bureau of State Audits (BSA).

Or

- Three years of increasingly responsible experience performing professional auditing with at least 18 months experience in information systems programming and analysis. Experience must have included the preparation of written audit reports and the presentation of recommendations to management. (Experience in the California state service applied toward this requirement must be performing the duties of a class at a level of responsibility equivalent to Auditor Evaluator II, BSA, for at least six months.)

Auditor Specialist II, BSA (IS)

- Two years of experience in California state service performing professional information systems auditing in the Bureau of State Audits at a level equivalent to Auditor Specialist I, BSA (IS).

Or

- Four years of increasingly responsible experience performing professional auditing including at least three years experience in information systems auditing and programming systems analysis.

Experience must also have involved the preparation of written audit reports and the presentation of recommendations to management. Audit work must have included experience with large or complex information systems. (Experience in the California state service applied toward this requirement must be performing the duties of a class at a level of responsibility equivalent to Auditor Specialist I, BSA (IS) for a period of least two years.)

Auditor Specialist III, BSA (IS)

- One year of experience in California state service performing professional information systems auditing in the Bureau of State Audits at a level equivalent to Auditor Specialist II, BSA (IS).

Or

- Broad, extensive (more than five years) and increasingly responsible experience performing professional auditing including at least three years experience in information systems auditing and programming systems analysis. Experience must also have involved the preparation of written audit reports and the presentation of recommendations to management. Information systems audit work must have included experience with large or complex information systems. (Experience in the California state service applied toward this requirement must be performing the duties of a class at a level of responsibility equivalent to Auditor Specialist II, BSA (IS) for a period of at least one year.)

PROBATIONARY PERIOD ☐ Six Months

11. If a probationary period other than six months is proposed, what is the rationale?

The proposed classes of Auditor Specialist I and II, BSA (IS) require a 12-month probationary period to fully learn and become proficient for the full range of duties. These journeyman classes have specialized skills, work independently and have significant consequence of error. The newly established supervisory classification of Auditor Specialist III, BSA (IS) will require a 12-month probationary period which is standard for supervisory classes. The full range of supervisory activities requires more than six months to evaluate incumbents' performance..

STATUS CONSIDERATIONS (See additional information in Part D.)

12. What is the impact on current incumbents?

There will be no negative impact on the current incumbents in the bureau. Currently, the bureau has two incumbents in the Auditor Specialist II, BSA (EDP); they will be reallocated into the appropriate classification of Auditor Specialist (II) BSA (Information Systems).

There is no immediate impact on incumbents holding positions in Auditor Specialist I and II, BSA (EDP) in other departments, as they remain in the class with a Footnote 24. DPA will be working with the departments regarding correcting the misallocated positions, and any impact on incumbents.

13. Will current employees move by examination, transfer, reallocation, split-off, etc.? Explain the rationale.

An examination will be administered for the Auditor Specialist III, BSA (IS) classification.

CONSULTED WITH:

14. In addition to the departmental contacts listed on the cover sheet, list the names and affiliations of persons who were consulted during the development of this proposal?

See memorandum to SPB

CALIFORNIA STATE PERSONNEL BOARD**SPECIFICATION**

AUDITOR SPECIALIST, BUREAU OF STATE AUDITS (INFORMATION SYSTEMS)
Series Specification
(Established _____)

SCOPE

This series specification describes three Auditor Specialist classifications used within the Bureau of State Audits in conducting specialized information systems audits that require a sophisticated understanding of various computer operating platforms, software and hardware systems, and methods of data collection and analysis utilized by the State of California. Classifications in this series conduct and participate in audits, evaluations, assessments, risk management, and system security while following Government Auditing Standards of assuring the reliability of computer-processed data. In addition, these classifications are instrumental in assisting and advising bureau management on developing current trends and standards related to information systems technologies and audits.

This series is available for use only in the Bureau of State Audits. Positions in the Bureau of State Audits are excluded from collective bargaining.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
JC90	4112	Auditor Specialist I, Bureau of State Audits (Information Systems)
JC89	4113	Auditor Specialist II, Bureau of State Audits (Information Systems)
JC88	4114	Auditor Specialist III, Bureau of State Audits (Information Systems)

DEFINITION OF SERIES

Positions in this series function as experts in developing and applying audit procedures to information systems applications; plan, develop, and perform detailed audit programs to evaluate the adequacy, effectiveness, efficiency, and the vulnerability to risk of data processing systems utilized by the State of California and its contractors, vendors, and public agencies subject to audit by the bureau; develop audit applications for mainframe, networked, and stand-alone microcomputers; act as information systems consultant to, and advise, audit teams on methods of testing systems and databases; interview personnel at all levels of organizations involved; develop relevant information; identify possible causes of problems and deficiencies; draw conclusions and develop feasible and cost-effective recommendations concerning identified weaknesses or problems based on an objective and independent evaluation of evidence; assess compliance

Auditor Specialist, Bureau of State Audits (Information Systems) -2-
Series

with relevant laws, regulations, and requirements; prepare written information systems audit work papers, findings, and reports; advise bureau systems designers, program managers, and staff on audit and control questions requiring information systems expertise; and provide technical assistance and training in information systems auditing to bureau audit staff.

ENTRY LEVEL

Entry into this series is typically at the Auditor Evaluator II, Bureau of State Audits, classification.

FACTORS AFFECTING POSITION ALLOCATION

Independence of actions and decisions; consequence of error; supervision received; complexity and sensitivity of assignments; and type of contacts.

DEFINITION OF LEVELS

AUDITOR SPECIALIST I, BUREAU OF STATE AUDITS (INFORMATION SYSTEMS)

This is the journey person in the series. Under supervision, incumbents audit a wide range of less complex information systems while gaining increased technical knowledge and experience leading to more complex information systems audits and assignments; review and evaluate information system controls; assess the reliability of computer-generated data; perform data conversions and merges; perform complex analyses using electronic data and/or audit software; assist nonspecialist auditors with data processing issues related to audit work, including obtaining electronic files and performing analyses using electronic data; and assist with the development of and conduct training courses.

AUDITOR SPECIALIST II, BUREAU OF STATE AUDITS (INFORMATION SYSTEMS)

This is the advanced journey person in the series. Under direction, incumbents perform the full range of information systems audit functions, including the most difficult programming tasks in the most complex and specialized information systems and audit environments. Incumbents demonstrate strong analytical abilities and a comprehensive understanding of a wide range of State utilized information systems and related auditing issues. Incumbents also act as consultants to nonspecialist auditors in addressing automated systems audit needs. Incumbents at this level develop and conduct training courses for nonspecialist auditors and develop automated systems for the Bureau's in-house needs. In some instances, an Auditor Specialist II, Bureau

Auditor Specialist, Bureau of State Audits (Information Systems) -3-
Series

of State Audits (Information Systems) may act in a lead capacity, supervising or directing the work of lower-level staff.

AUDITOR SPECIALIST III, BUREAU OF STATE AUDITS (INFORMATION SYSTEMS)

This is the supervisory/managerial and highest level in the series. Under the general direction of the Deputy State Auditor, incumbents are responsible for the Bureau's information systems audit function; supervise two to six staff members; manage highly complex information systems audits where the work is the most critical and sensitive in nature; oversee the daily activities of the Information Systems Audit Support Unit (unit); recruit, select, train, and evaluate the work of staff assigned; perform unusually difficult, complex, and/or sensitive aspects of information systems audits and/or reviews; perform comprehensive information systems risk assessments; and advise nonspecialist auditors and executive management on standards and current trends related to information systems auditing.

MINIMUM QUALIFICATIONS

ALL LEVELS:

Equivalent to graduation from college preferably with a major in accounting, business administration, public administration, economics, mathematics, management information systems, computer sciences, computer programming, or a related field. (Registration as a senior student in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

AUDITOR SPECIALIST I, BUREAU OF STATE AUDITS (INFORMATION SYSTEMS)

Either I

Six months of experience in the California state service performing professional auditing in the Bureau of State Audits at a level equivalent to an Auditor Evaluator II, Bureau of State Audits.

Or II

Three years of increasingly responsible experience performing professional auditing with at least 18 months experience in information systems auditing and automated systems programming and analysis. Experience must have included the preparation of written audit reports and the presentation of recommendations to management. (Experience in the California state service applied toward this

Auditor Specialist, Bureau of State Audits (Information Systems) -4-
Series

requirement must be performing the duties of a class at a level of responsibility equivalent to an Auditor Evaluator II, Bureau of State Audits, for at least six months.)

AUDITOR SPECIALIST II, BUREAU OF STATE AUDITS (INFORMATION SYSTEMS)

Either I

Two years of experience in the California state service performing professional information systems auditing in the Bureau of State Audits at a level equivalent to an Auditor Specialist I, Bureau of State Audits (Information Systems).

Or II

Four years of increasingly responsible experience performing professional auditing including at least three years' experience in information systems auditing and programming systems analysis. Experience must also have involved the preparation of written audit reports and the presentation of recommendations to management. Audit work must have included experience with large or complex information systems. (Experience in the California state service applied toward this requirement must be performing the duties of a class at a level of responsibility equivalent to an Auditor Specialist I, Bureau of State Audits (Information Systems), for a period of at least two years.)

AUDITOR SPECIALIST III, BUREAU OF STATE AUDITS (INFORMATION SYSTEMS)

Either I

One year of experience in the California state service performing professional information systems auditing in the Bureau of State Audits at a level equivalent to an Auditor Specialist II, Bureau of State Audits (Information Systems).

Or II

Broad, extensive (more than five years), and increasingly responsible experience performing professional auditing including at least three years' experience in information systems auditing and programming systems analysis. Experience must also have involved the preparation of written audit reports and the presentation of recommendations to management. Information systems audit work must have included experience with large or complex electronic data processing systems. (Experience in the California state service applied toward this requirement must be performing the duties of a class at a level of responsibility equivalent to Auditor Specialist II, Bureau of State Audits (Information Systems) for a period of at least one year.)

Auditor Specialist, Bureau of State Audits (Information Systems) -5-
Series

KNOWLEDGE AND ABILITIES

AUDITOR SPECIALIST I, BUREAU OF STATE AUDITS (INFORMATION SYSTEMS)

Knowledge of: Government Auditing Standards and general audit procedures; principles and practices of organizational management including planning, organizing, accounting, auditing, and quantitative analysis methods; research and information gathering techniques; basic principles and practices of descriptive and inferential statistics; operations, procedures, functions, and work standards of the office; computer source languages such as Assembly, FORTRAN, COBOL, Rpg, and Basic; job control language, utilities, and processing conventions with large data bases; and report writer packages such as Culprit and/or Mark IV and other audit software, such as ACL.

Ability to: Apply the required knowledge; and learn and apply specialized information systems auditing methods and procedures; clearly understand audit objectives; develop approaches and methodologies to meet audit objectives; identify controversial or sensitive issues affecting the audit; plan, organize, and effectively communicate with audit teams; provide advice and instruction to staff on methods of performing various information systems audits or computer-assisted testing techniques; reason logically and creatively and use a variety of analytical techniques to resolve problems; and develop and evaluate alternatives to resolve problems identified.

AUDITOR SPECIALIST II, BUREAU OF STATE AUDITS (INFORMATION SYSTEMS)

Knowledge of: All of the above; and the organization and management of a broad range of governmental entities; professional information systems auditing, security, and control standards and practices; practices of supervision and staff development and training techniques; and the Bureau's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: All of the above; clearly define the audit objectives; plan, organize, and effectively communicate with office management and audit teams; provide on-the-job-training to, and direct the work, of Auditor Specialist I, Bureau of State Audits (Information Systems); prepare and deliver formal presentations to office staff and management information systems and Information Systems audits; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Auditor Specialist, Bureau of State Audits (Information Systems) -6-
Series

AUDITOR SPECIALIST III, BUREAU OF STATE AUDITS (INFORMATION SYSTEMS)

Knowledge of: All of the above; and personnel management techniques; program planning, development, and evaluation; principles and practices of employee supervision, development, and training; principles and practices of project management and coordination; application of organizational and management theory; and responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: All of the above; and effectively contribute to forming and revising office policy and procedures involving information systems audits; plan, organize, and direct the work of a staff engaged in a variety of complex information systems audits and reviews; prepare, review, present, and defend information systems audit findings to Bureau management; establish and maintain project priorities; assess staff performance and develop the skills and abilities of subordinate staff; and oversee the daily operations of the Information Systems Audit Support Unit; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

SPECIAL REQUIREMENTS

ALL LEVELS:

Willingness to travel, work away from the headquarter office and work long and irregular hours.

ADDITIONAL DESIRABLE QUALIFICATIONS

AUDITOR SPECIALIST II, BUREAU OF STATE AUDITS (INFORMATION SYSTEMS)
AND ABOVE

Possession of a valid certificate for Certified Information System Auditor (CISA).

Auditor Specialist, Bureau of State Audits (Information Systems) -7-
Series

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Auditor Specialist I, Bureau of State Audits (Information Systems)		--	--
Auditor Specialist II, Bureau of State Audits (Information Systems)		--	--
Auditor Specialist III, Bureau of State Audits (Information Systems)		--	--

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CALIFORNIA STATE PERSONNEL BOARD
SPECIFICATION

BOATING FACILITIES MANAGER
Series Specification
(Established November 28, 1973)

SCOPE

This series specification describes the Boating Facilities Manager classes used in the Department of Boating and Waterways.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
BW06	1040	Boating Facilities Manager I (Abolished _____)
BW04	1057	Boating Facilities Manager II
BW02	1070	Boating Facilities Manager III (Abolished _____)

DEFINITION OF SERIES

The Boating Facilities Manager series describes professional positions involved in the administration and coordination of the grants and loans program for development of boating facilities and the capital outlay program for construction of boating facilities within the State Park System. Positions in these classes advise, assist, and supervise local jurisdictions in the application and installation of boating facilities and in the construction of boating facilities within the State Park System.

ENTRY LEVELS

Entry into the Boating Facilities Manager series is typically in the class of Boating Programs Trainee.

FACTORS AFFECTING POSITION ALLOCATION

Level, variety, complexity of work; nature of public contact; supervision exercised and received; latitude for independent judgment and action; responsibility for decision; area geographic responsibility; program control and influence on methods and program direction.

DEFINITION OF LEVELS

BOATING FACILITIES MANAGER I

This is the first journey person working level in the series. Incumbents perform professional work of average difficulty within the boating facilities program.

BOATING FACILITIES MANAGER II

This is the full journey person level class. Incumbents perform the more responsible, varied, and complex work within the boating facilities program. May act as a lead person.

BOATING FACILITIES MANAGER III

This is the supervisory level. Incumbents plan, organize, direct and review the work of a large staff working as a unit with responsibility for a major program element of the Boating Facility Division.

MINIMUM QUALIFICATIONS

BOATING FACILITIES MANAGER I

Either I

Eighteen months of experience in the California state service performing the duties of a Boating Programs Trainee. (Applicants who have completed twelve months of service performing the duties of a Boating Programs Trainee will be admitted to the examination, but they must satisfactorily complete eighteen months of experience performing the duties of a Boating Programs Trainee before they can be considered eligible for appointment.)

Or II

Experience: Two years of experience in a staff capacity in an organizational unit engaged primarily in the administration of a program involving planning, developing and financing of boating facilities. and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

BOATING FACILITIES MANAGER II

Either I

One year of experience in the California state service performing the duties of a Boating Facilities Manager I.

Or II

Three years of experience in a staff capacity in an organizational unit engaged primarily in the administration of a program involving planning, developing and financing of boating facilities. (Experience in the California state service applied toward this requirement must be at a level not less than that of a Boating Facilities Manager I.) and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on year-for-year basis.)

BOATING FACILITIES MANAGER III

Either I

Two years of experience in the California state service performing the duties of a Boating Facilities Manager II.

Or II

Experience: Five years of experience in a staff capacity in an organizational unit engaged primarily in the administration of a program involving planning, developing and financing of boating facilities. (Experience in the California state service applied toward this requirement must be at a level not less than that of a Boating Facilities Manager II.) and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

BOATING FACILITIES MANAGER I AND II

Knowledge of: Boating regulations; current social, political and economic developments and trends; methods and problems of organization administration and management; research techniques, statistics and interviewing principles; problems and processes involved in developing and gaining acceptance and uniform application of rules and regulations pertaining to boating facilities development; problems and processes involved in administering the boating facilities program; organization activities and purposes of the Department of Boating and Waterways; organization of city and county government.

Ability to: Gather and analyze data; reason logically, draw valid conclusions and make appropriate recommendations; read comprehensively; participate effectively in conferences and interviews; speak and write effectively; work effectively with others and gain their respect.

BOATING FACILITIES MANAGER III

Knowledge of: All of the above, and boating and related water-associated sports in California; principles of effective supervision.

Ability to: All of the above, and plan, organize and direct the work of others; develop and implement appropriate courses of action; exercise mature judgment; negotiate effectively with interested groups and agencies to gain cooperation on projects; supervise and train subordinates and motivate them to maximum effectiveness.

SPECIAL PERSONAL CHARACTERISTICS

ALL LEVELS:

Require demonstrated ability to act independently, open-mindedness, flexibility, tact, emotional stability, willingness to travel, willingness to work irregular hours, demonstrated interest in assuming increased responsibility.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Boating Facilities Manager I	11/28/73	--	--
Boating Facilities Manager II	11/28/73	--	--
Boating Facilities Manager III	11/28/73	--	--

(Cal. 05/02/06)

MEMO TO : STATE PERSONNEL BOARD

FROM : KAREN COFFEE, Chief, Merit Employment and
Technical Resources Division

SUBJECT : Staff Calendar Items for Board Information

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CDF TRANSFER OF SAN DIEGO RURAL FIRE PROTECTION EMPLOYEES The California Department of Forestry and Fire Protection requests that the San Diego Rural Fire Protection employees be transferred into State Civil Service.	501
CHIEF, CALIFORNIA HIGHWAY PATROL The California Highway Patrol proposes the title of Deputy Chief, California Highway Patrol, be revised to Chief, California Highway Patrol.	505
BOATING FACILITIES MANAGER II SENIOR BOATING ADMINISTRATOR The Department of Boating and Waterways proposes that the classifications of Boating Facilities Manager II and Senior Administrator be designated Footnote 24, to prevent future appointments to the class and to abolish the class when it becomes vacant.	509

To: State Personnel Board

From: Karen Coffee, Chief
Jennifer Roche, Personnel Analyst
Personnel Resources and Innovations Division

Subject: Blanketing San Diego Rural Fire Protection District into State Civil Service

PROPOSED ACTION:

The California Department of Forestry and Fire Protection (CDF) are requesting that the San Diego Rural Fire Protection District employees be transferred into State civil service.

Staff is in agreement with this proposal.

CONSULTED WITH:

Larry Menth, Chief, Labor and Human Resources, California Department of Forestry and Fire Protection

Cheryl Robertson, Manager, Personnel Services, California Department of Forestry and Fire Protection

Tony Favro, Manager, Classification and Pay Unit, California Department of Forestry and Fire Protection

Trisha Addison, Associate Personnel Analyst, Classification and Pay Unit, California Department of Forestry and Fire Protection

BACKGROUND:

1. Effective June 1, 2006, the County of San Diego will enter into an agreement with the San Diego Rural Fire Protection District to provide fire protection services. CDF will assume responsibility for the operation and maintenance of the San Diego Rural Fire Protection District.

A cooperative fire agreement sets forth the fire protection services to be furnished by the State, administered by the CDF's Unit Chief, with reimbursement of costs made to the State by the local agency.

The authorized positions will be within the civil service; and the salaries, hours, fringe benefits, and working conditions are established in accordance with State civil service law and rules.

To ensure continuity of operation and a minimum of disruption to ongoing functions, it is proposed to transfer the San Diego Rural Fire Protection District employees to equivalent State civil service classifications without examination effective June 1, 2006.

2. All persons subject to transfer under this proposal will be allocated to existing State civil service classes in accordance with State Personnel Board Rule 275, Transferring Into State Civil Service. No new classes are proposed.

As provided in SPB Rule 275, "When it is necessary for the State of California to assume work previously performed by a county, city, federal department or agency, or public district, the Board by resolution shall permit the employees who previously performed the work to qualify in State service in their positions upon allocation of their positions to an appropriate class in the State classification plan and in accordance with standards and procedures established by the executive officer." (Authority: Government Code Section 18701).

Government Code Section 19994 further provides in part that "...the Department (Department of Personnel Administration) may determine the extent, if any, to which the employees employed by the other public agency on the date of transfer are entitled to have credited to them in the State civil service, seniority credits, accumulated sick leave, and accumulated vacation because of service with the former agency...The Department shall limit that determination to the time any transferred employees were employed in the specific function or a function substantially similar while in the former agency and the seniority credits and accumulated sick leave and accumulated vacation shall not exceed that to which each employee would be entitled if he or she had been continuously employed by the State of California."

3. The CDF staff has reviewed and compared duties and salaries of employees transitioned and is satisfied that they can appropriately be classified as follows:

- 1 *Battalion Chief*
- 4 *Fire Captains*
- 6 *Fire Apparatus Engineers*

4. The CDF states that layoffs will not occur as a result of this action. The current incumbents are already performing these duties at the local level and positions are being established. However, in the event of a layoff in the classes being used in the San Diego Rural Fire Protection District contract, the blanketed-in employees will be subject to the layoff rules of the California State civil service.

RECOMMENDATION:

That the following resolution be adopted:

WHEREAS State Personnel Board Rule 275 states, "When it is necessary for the State of California to assume work previously performed by a county, city, federal department or agency, or public district, the Board by resolution shall permit the employees who previously performed the work to qualify in State service in their positions upon allocation of their positions to an appropriate class in the State classification plan and in accordance with standards and procedures established by the executive officer;" and

WHEREAS effective **June 1, 2006**, the California Department of Forestry and Fire Protection will assume the functions of the San Diego Rural Fire Protection District. Therefore be it

RESOLVED, that effective **June 1, 2006**, the civil service employees now employed by the San Diego Fire Protection District shall be transferred to equivalent State classifications as determined by the California Department of Forestry and Fire Protection as shown below without examination; and be it further

RESOLVED, that all persons holding San Diego Rural Fire Protection District positions for one year or more immediately preceding the effective date of such action shall continue to hold their positions as permanent civil service employees in the equivalent State classifications; and be it further

RESOLVED, that all persons holding San Diego Rural Fire Protection District positions for less than one year immediately preceding the effective date of such action shall continue to hold their positions subject to the probationary period established for the State classification to which assigned; and be it further

RESOLVED, that the San Diego Rural Fire Protection District has no employees currently on non-pay status; and be it further

RESOLVED, that any San Diego Rural Fire Protection District employee who is injured or becomes ill on the job prior to the effective date of **June 1, 2006**, shall not be transferred to the equivalent State classification until such time the employee is medically released to full duty; and be it further

RESOLVED, that all persons who have previously held San Diego Rural Fire Protection District positions that are now to be under the California Department of Forestry and Fire Protection shall have all civil service rights that would have accrued if such former service had been under State civil service.

<i>SAN DIEGO RURAL FIRE DISTRICT CLASSIFICATION</i>	<i>CDF STATE CLASSIFICATION</i>
Battalion Chief	Battalion Chief
Fire Captain	Fire Captain
Firefighter	Fire Apparatus Engineer

APPROVAL

SPB Staff Signature: *Karen Coffey*
Title: Chief, Merit Employment and Technical Resources
Effective Date: *4/11/2006*

M e m o r a n d u m

To: State Personnel Board
801 Capitol Mall
Sacramento, CA 94244-2010

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Hiring and Special Projects Section

File No.: 033.A09417

Subject: STAFF CALENDAR ITEM, CLASSIFICATION SPECIFICATION CHANGE –
DEPUTY CHIEF, CALIFORNIA HIGHWAY PATROL

SUMMARY OF ISSUES:

The Department of California Highway Patrol (CHP) is requesting the classification title of **Deputy Chief, California Highway Patrol**, be revised to **Chief, California Highway Patrol**, to better reflect the level, duties and responsibilities of this classification within the Department.

BACKGROUND:

None

RECOMMENDED CHANGE:

As stated earlier, the CHP requests that the title of Deputy Chief, California Highway Patrol, be revised to Chief, California Highway Patrol.

- ~~Deputy~~ Chief, California Highway Patrol

JUSTIFICATION:

The purpose is to make the classification title consistent with the assignment, as well as, remove confusion with allied agencies where a Deputy Chief can be considered a lower rank than an Assistant Chief. Therefore, this change maintains the integrity of the uniformed classification organizational relationships.

Safety, Service, and Security

Inasmuch as the requested revision is a title change only the CHP foresees no disparate impact on any particular applicant pool.

The Department's Office of Employee Relations, representing the interests of managers within the CHP, has no concerns regarding the proposed specification revisions.

If you have any questions or require additional information regarding this request, please do not hesitate to contact me at (916) 375-2160.

CARL F. LORD
Commander

Attachments

cc: Department of Personnel Administration

APPROVAL

(Below to be completed by SPB Staff)

SPB Staff Signature: Carl F. Lord

Title: Chief, Merit Employment and Technical Resources Division

Effective Date: 3/23/06

SPECIFICATION

Schematic Code: VA20

Class Code: 8382

Established: 10/11/35

Revised: 5/14/97

Title Changed: 9/6/95

DEPUTY CHIEF, CALIFORNIA HIGHWAY PATROL**DEFINITION**

Under general direction, to plan, organize, and direct the activities of the Department of California Highway Patrol in a major geographical or headquarters division; or to serve as executive assistant; and to do other related work.

TYPICAL TASKS

Participates in meetings with high level departmental management, officials from other jurisdictions, planning bodies, and representatives from various community and interest groups; represents the Department to the public by speaking before the media and participating on panels and at public hearings, and through other visible means; gathers information pertinent to departmental operations and disseminates it through the organization; conducts regular staff meetings and briefings to provide discussion and direction on programs, policies, and procedures; supervises personal staff directly and line staff functionally through subordinate supervisors; monitors program operations through personal inspection, evaluation of operational and related reports, and review of budget-related documents; reviews and evaluates staff reports and other communication; reviews and evaluates grievances and punitive actions to determine appropriate course of action; evaluates Department programs and policies and provides feedback to management as to recommended changes; directs departmental involvement in mutual aid and/or emergency situations at the proper organizational level; initiates, assigns, and monitors staff studies and other projects to ensure timely and thorough completion of assignment; allocates and monitors personnel and equipment resources on the basis of staff's recommendations and continual evaluation of program operation; develops program goals and assists staff in the development of their own goals; may take enforcement action and perform public service activities.

MINIMUM QUALIFICATIONS

One year of experience performing the duties of an Assistant Chief, California Highway Patrol, in the Department of California Highway Patrol. (Applicants who have completed six months of service performing the duties of an Assistant Chief, California Highway Patrol, will be admitted to the examination, but they must satisfactorily complete one year of experience performing the duties of an Assistant Chief, California Highway Patrol, before they can be considered eligible for appointment.)

KNOWLEDGE AND ABILITIES

Knowledge of: California Highway Patrol policies and programs; community group interests; formal and informal organizational structure; principles and techniques of administrative organization and management; principles of conference leadership; Department program goals and objectives; available resources; principles of budgeting; potential trends impacting the Department; mutual aid laws and regulations; Department performance standards; and Equal Employment Opportunity regulations.

Ability to: Thoroughly formulate and interpret policies and coordinate activities and procedures necessary to achieve uniform and effective application of those policies; establish and maintain cooperative relations with other law enforcement and protective agencies; analyze routine and emergency situations accurately and take effective action; physically conduct an arrest; aid victims or motorists; motivate subordinates; accomplish goals through others; effectively utilize time management techniques; determine when to delegate; and present ideas and communicate orally in an effective manner.

SPECIAL PERSONAL CHARACTERISTICS

Sensitivity, honesty, integrity, independence, initiative, professional demeanor, and personal appearance commensurate with departmental policy.

ADDITIONAL DESIRABLE QUALIFICATION

Academic education beyond the 12th grade.

MEMORANDUM

TO: Jennifer Roche
State Personnel Board

DATE: April 11, 2006

FROM: Davie Rechs
Personnel Program Analyst
Department of Personnel Administration

REVIEWED BY: Debra Thompson
Staff Personnel Program Analyst
Department of Personnel Administration

SUBJECT: Staff Calendar Item. The Addition of Footnote 24 to the Boating Facilities Manager II and Senior Boating Administrator Classifications and Abolishment of the Boating Facility Manager I and Boating Facilities Manager III Classes.

SUMMARY OF ISSUES:

This Staff Calendar item is submitted to place a footnote 24 designation on the Boating Facilities Manager II (BFM II) and Senior Boating Administrator (SBA) classifications. Additionally, DPA recommends the abolishment of the Boating Facilities Manager I (BFM I) and Boating Facilities Manager III (BFM III) classes. The footnote 24 designation prohibits new appointments to a classification, and then abolishes the class when it becomes vacant. These are department specific classes previously used by the Department of Boating and Waterways (DBW). The BFM II class has one incumbent, while the SBA class is currently vacant.

BACKGROUND:

The BFM II class is part of a three class series established in 1973 and no longer used by DBW. This series is made up of the BFM I, BFM II, and BFM III classifications. The department has no further use for this series and it has gone unused for over twelve years, with the exception of the one incumbent in the BFM II classification. DBW states the BFM II position is unique and reserved for the incumbent only. DBW now uses the servicewide classes of the Staff Services Analyst, Associate Governmental Program Analyst and Staff Services Manager I to perform these functions.

The SBA class was also established in 1973 as part of a three class series. The series included the Assistant Boating Administrator, Associate Boating Administrator and SBA classes. The Assistant and Associate Boating Administrator classes were abolished at the April 4, 2006 SPB meeting. DPA is proposing to designate the SBA class with footnote 24 because an individual has mandatory return rights to the classification, and both DPA and DBW want to ensure that the class will not be filled in the future.

RECOMMENDED CHANGE:

In the interest of maintaining the State's overall classification plan, the Department of Boating and Waterways and the Department of Personnel Administration propose to designate the two classifications of BFM II and SBA with footnote 24 and abolish the BFM I and BFM III classes.

JUSTIFICATION:

Enclosure: (Proposed Specification)

APPROVAL

(Below To Be Completed by SPB Staff)

SPB Staff Signature: *Raum loffer*
Title: *Chief, Merit Employment and Technical Personnel*
Effective Date: *4/11/06*

(SPB Staff: Send Original Approved Staff Item to DPA Pay Letter Coordinator, Susan Salata.)